

Non-Permanent Fiscal Analyst 2

Finance and Administration

Olympia, Washington

Range 44: \$2,920 - \$3,819 per month (DOQ)

Closes: July 7, 2010 (5:00 p.m.)

MISSION

One vision, one voice - working together for a safer Washington

VISION

Great people, great service - excellence every time.

ABOUT DOL

◇DOL is the 2nd largest revenue generating agency in the state collecting over \$1.9 billion annually in fees and taxes on fuel and vehicle related services. More than 85 percent of state funding for Washington's transportation typically comes from revenue DOL collects on behalf of the state.

◇DOL employs more than 1,300 people in various locations throughout the state of Washington.

To learn more about DOL check out our [website](#).

WHY WORK AT DOL?

At DOL we hire the brightest and most committed people that we can get our hands on. Once aboard, we do our best to keep them here by encouraging personal and professional growth. Some of the benefits of working at DOL are:

◇Great people and great leadership equal a great place to work! DOL employees are some of the finest that state government has to offer. We enjoy a reputation of being an industry leader. We make sure each employee is treated fairly and knows how their position contributes to the agency's mission: *One vision, one voice – working together for a safer Washington.*

◇Professional growth opportunities. At DOL we understand the importance of building on the talent we already have. DOL offers a wide variety of professional development training geared towards your individual needs. Because we put special emphasis on training our employees, you can bet there will be promotional opportunities available to you within DOL. No matter what your professional goals are, we'll do our best to help get you there.

◇We care about and take care of our employees! DOL employees also have access to the

THE OPPORTUNITY

This overtime eligible position is located in Olympia, is anticipated to last up to 12-months and works under the guidance of the agency's Comptroller.

This Fiscal Analyst 2 (FA2) prepares monthly, quarterly, and annual Accounts Receivable billings for services provided by the Department of Licensing to other state agencies, federal and local governments and private entities. The FA2 will review, reconcile, adjust and certify revenue collected and is required to assist with analysis, testing and implementation of fee/tax changes.

WORKING CONDITIONS

The incumbent must be willing and able to do the following with or without reasonable accommodation to perform the job:

- ✓ Work in environment where paper dust cannot be avoided
- ✓ Move boxes weighing up to 50 pounds

REQUIRED QUALIFICATIONS

One year of experience in each of the following:

- Accounting experience in preparing accounts receivable billings.
- Using spreadsheet software, such as MS Excel, to create and manipulate large or complex spreadsheets, use complex mathematical formulas to calculate data, import data from other sources, filter lists, and create and format charts and graphs
- Entering data with a calculator or 10-key

APPLICATION INSTRUCTIONS

Our selection process is competitive. We are looking for candidates who have experience described in the duties section of this announcement and who address the required qualifications in their letters of interest showing clear support for each in corresponding résumés.

E-mail the following to HrRecruit@dol.wa.gov with a subject line of **"10-066G-Non-perm FA2"**

1. A letter of interest describing how your skills and experience meet the REQUIRED QUALIFICATIONS listed in this announcement.
2. Your chronological resume depicting work experience and/or education that support statements made in your letter of interest.
3. A list of at least 3 professional references including names, professional titles, and current phone numbers.



WASHINGTON STATE DEPARTMENT OF LICENSING

[Employee Assistance Program](#) that assists employees and their family members resolve personal or work-related problems at no cost to the employee.

◇ [Work life balance](#). DOL realizes that employee satisfaction leads to improved organizational performance. With up to 12-22 days of paid vacation, 12 days of paid sick leave, 11 paid holidays, and paid military/civil leave, you'll have time to focus on what's most important to you, both in and outside of the workplace.

◇ [Quality healthcare and dental coverage for you and your dependents](#). With four affordable healthcare plans and three free of charge dental plans to choose from, you'll be able to choose the insurance that best fit the needs of you and your dependents.

◇ [Retirement](#) and savings plans. At DOL we acknowledge that planning your financial future is important to you. DOL employees have the option of choosing between two employer match retirement plans and an optional [deferred compensation plan](#) that can be invested how you choose.

◇ [Life insurance](#) coverage.

◇ [Long term disability](#) insurance.

◇ Optional [flexible spending account](#).

◇ Optional [long term care insurance](#).

◇ Optional [discounted auto and home insurance](#) plans.

DIVERSITY

The Washington State Department of Licensing celebrates a diverse workforce. It is our policy to provide equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state or federal law, to apply for our open positions. [Click here to complete an optional questionnaire.](#)

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492.

NOTES

This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

Candidates referred from this recruitment may be used to fill future similar vacancies for up to six months.